

**UTAH ADULT EDUCATION**  
**2008-2009**  
**STATE FUNDING – PROGRAM PLAN**  
**For Adult High School Completion (AHSC),**  
**Adult Basic Education (ABE), and**  
**English for Speakers of Other Languages (ESOL)**

**PLAN TIME LINE**

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April 1, 2008	State Plan Form and Resource Packet available to all state Adult Education Directors/Coordinators
May 1, 2008	State Plan due Send one (1) original and one (1) copy to:  Marty Kelly, Coordinator, Adult Education Utah State Office of Education P.O. Box 144200 Salt Lake City, UT 84114-4200 <a href="mailto:Marty.kelly@schools.utah.gov">Marty.kelly@schools.utah.gov</a>
June 1, 2008	State Plans reviewed, approved, or revised

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Questions can be asked of all Adult Education personnel:

Marty Kelly	(801) 538-7824
Jeff Galli	(801) 538-7989
Shauna South	(801) 538-7849
Sandra Grant	(801) 538-7844
Vickie Hart	(801) 538-7572
Kellie Tyrrell	(801) 538-8721
Carol Burns	(801) 538-7679

# STATE FUNDING – PROGRAM PLAN

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**District Name:**

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Street Address:

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City:

State

Zip

UT

84

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Project Starting Date:

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Project Completion Date:

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Descriptive Name of Program (check all that apply):

\_\_\_\_\_ AHSC

\_\_\_\_\_ ABE

\_\_\_\_\_ ESOL

**Project Director**

Name:

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Title:

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Signature:

Date:

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Telephone:

Fax:

E-mail:

( ) ( )

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**Type of Plan:**

\_\_\_\_\_ New

\_\_\_\_\_ Revision

## **Part 1: Program Narrative**

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**Instructions:** Summarize your annual plan briefly on this single page. Clearly state the general intent of the project, including desired outcomes. Please describe how these will be achieved. If “Distance Learning” is to be part of your program, please include an outline of approach you intend to take in this narrative section. (See Resource Packet, Appendix A for Distance Learning Programs and Procedures—Start-up Requirements.)

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(This section will become part of the program review process.)

## Part 2: Projected Program Goals

**Instructions:** With regard to Core Goals and Core Indicators for your program, fill in the charts below.

<b>Core Goals</b> (This <u>can</u> be a duplicated count.)	2006-07 Actual number of enrollees who completed the goal	2008-09 Projected number of enrollees with the goal	2008-09 Projected number of enrollees who will complete the goal	2008-09 Projected percentage of enrollees who complete the goal
Enrollees who want to be placed in post-secondary education and/or training				
Enrollees who want to earn a Utah secondary school diploma and/or GED				
Enrollees who want to be placed in employment				
Enrollees who want to retain employment				

<b>Core Indicators</b> (This is <u>not</u> a duplicated count.)	2006-07 Actual number of enrollees in the level	2008-09 Projected number of enrollees in the level	2008-09 Projected number of enrollees who will make a level gain	2008-09 Projected percentage of number of enrollees who will make a level gain
ABE 1: Beginning ABE Literacy (0.0-1.9)				
ABE 2: Beginning Basic Education (2.0-3.9)				
ABE 3: Low Intermediate Basic Education (4.0-5.9)				
ABE 4: High Intermediate Basic Education (6.0-8.9)				
AHSC 1: Low Adult Secondary (9.0-10.9)				
AHSC 2: High Adult Secondary (11.0-12.9)				
<b>I. TOTAL ABE</b>				
ESOL 1: Beginning ESOL Literacy (SPL 0-2)				
ESOL 2: Low Beginning ESOL (SPL 2-3)				
ESOL 3: High Beginning ESOL (SPL 3-4)				
ESOL 4: Low Intermediate ESOL (SPL 4-5)				
ESOL 5: High Intermediate ESOL (SPL 5-7)				
ESOL 6: Advance ESOL (SPL 7-8)				
<b>II. TOTAL ESOL</b>				
<b>Total of Line I and Line II</b>				

**Part 3: Projected Funding**

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**Instructions:** Identify any and all other funding sources and amounts to be utilized for AHSC, ABE, or ESOL programs.

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District allocation from state adult education allocation table

\$ \_\_\_\_\_

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Other funding intended to be used in the program.

AHSC/ABE/ESOL

A. Source and amount

\_\_\_\_\_

\$ \_\_\_\_\_

B. Source and amount

\_\_\_\_\_

\$ \_\_\_\_\_

C. Source and amount

\_\_\_\_\_

\$ \_\_\_\_\_

D. Source and amount

\_\_\_\_\_

\$ \_\_\_\_\_

Subtotal (Item 2 only)

\$ \_\_\_\_\_

Total (Items 1 and 2)

\$ \_\_\_\_\_

## Part 4: Budget Summary/Explanation

**Instructions:** In the spaces below, indicate proposed budget allotments from state funding formula and provide concise explanations. It is not necessary to use all budget categories. Refer to the Resource Packet for specific descriptions of budget categories and indirect cost rates.

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Budget Category	Budget Allotment	Explanation
A. Salaries (100)		
B. Employee Benefits (200)		
C. Purchased Professional/Technical Services (300)		
D. Purchased Property Services (400)		
E. Other Purchases (500)		
F. Travel (580)		
G. Supplies and Materials (600)		
H. Other (800)		
I. <b>Total Direct Costs</b> (Lines A through H)		
Indirect Costs		
L. Property (700)		
M. <b>TOTAL</b> (Lines I through L)		

## **Part 5: Supplemental Information – Assurances**

**Instructions:** This section is to be completed and signed by the superintendent of the school district.

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### **ASSURANCES**

#### **THE SCHOOL DISTRICT HEREBY ASSURES AND CERTIFIES TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION THAT:**

- A. Any funds received under this grant will follow such fiscal control and fund-accounting procedures as may be necessary to assure proper disbursement and accounting.
- B. The program will be operated in compliance with appropriate rules, regulations, and state guidelines. The grantee will maintain effective control over and be held accountable for all grant funds, property, and other assets. The grantee shall adequately safeguard all property and shall ensure that it is used solely for authorized purposes.
- C. The grantee will submit an appropriately amended plan to Utah State Office of Education (USOE) prior to any material change affecting the purpose, administration, organization, or operation of its programs.
- D. The filing of this plan has been authorized by the governing body of the grantee, who act as the authorized representatives of the grantee in connection with the plan.
- E. The program will comply with Title VI of the Civil Rights Act of 1964 prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, or national origin, and in compliance with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex.
- F. The grantee will give the USOE, through any authorized representative, access to and the right to examine all records, papers, or documents related to the grant, including the submission of reports as may be required.
- G. The grantee will comply with the requirements of the Family Education Rights and Privacy Act of 1974.
- H. The grantee will provide for coordination of this program with other state and local agencies operating reading improvement programs designed to provide reading instruction for adults.
- I. The grantee will assure that no expenditure of program funds will be made for any education program, activity, or service related to sectarian instruction or religious worship.
- J. The grantee will make such reports, including reports of evaluations, in such form and containing such information as the USOE may reasonably require.

- K. The grantee assures that it will not conduct a program of instruction unless it determines that the program will (a) utilize qualified administrative personnel and instructional staff, adequate facilities, equipment, materials, and guidance and counseling services; (b) provide effective recruitment and retention of participants in adult education programs; and (c) provide for economical operation in providing an adequate learning environment.
- L. The grantee assures that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from state adult education financial assistance.
- M. The grantee assures that resources will be available, and a process established, to develop a Student Education Occupation Plan (SEOP) for each student.
- N. The grantee assures that the Utah State Board of Education's requirements for demonstrated competencies in the Adult High School Completion program and Core Curriculum will be followed.
- O. The grantee assures that state-required program data (including students' Social Security numbers) will be collected and entered into the state-developed management information system (UTopia – Utah's Online Performance Information for Adult Education). Social Security numbers are used for data matches with the Utah Department of Workforce Services and with the Utah System of Higher Education.
- P. The grantee assures that public funds will only be used to provide adult education services to individuals who are domiciled in Utah and those citizens of other countries who have appropriate legal documentation.

### **Assurance by District Superintendent**

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Name Printed:

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Signature:

Date:

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